

**Northwest Wildland Fire Protection Agreement
(Northwest Compact)**

**Cooperative Operating Plan
2002**

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I. Purpose

This cooperative operating plan is to facilitate assistance in presuppression and wildland fire fighting between the member agencies of the Northwest Wildland Fire Protection Agreement (known as the NW Compact) . This plan does not override or supersede any existing cooperative wildland fire fighting arrangements such as federal/state agreements, Mutual Aid Resource Sharing (MARS), or the Canada/US Reciprocal Forest Fire Fighting Agreement.

Agencies part of the NW Compact will be further referred to as member agencies. NW Compact resources exchange will not be part of the U.S. (Federal) national mobilization process, but needs to be coordinated as soon as possible for strategic purposes. All NW Compact resources used on joint US Federal/State fires will be considered agents of the State.

Local, cross jurisdictional (international, Territorial, Provincial, and State) operating plans may also be developed for local geographic areas that incorporate closest forces concept to facilitate initial attack. The local operating plans will be in accordance with the terms and conditions of the NW Compact Cooperative Operating Plan.

II. Authority

The Northwest Wildland Fire Protection Agreement ratified by US Public Law 105-377, 1998, and signed by the member agencies provides for this cooperative operating plan under Article 3.2.

III. Terminology and Command Systems

To establish a "common" understanding, words and phrases as used herein are defined in a Glossary attached as Appendix A.

The member agencies recognize and accept different on site language and command structures of each agency. Resources may be defined and/or configured differently by each member agency.

IV. General Procedures

A. Requests

1. Requests for assistance will be channeled by the most expeditious means to the appropriate authorized official in accordance with Article V of the NW Compact.
2. Each member agency will be responsible for providing the U.S. and Canadian agencies with the names and phone numbers of the authorized Canadian and U.S. member agency officials and/or duty officers by March 31st of each year.

3. Each member agency's resource order forms are acceptable for resource order requests. The ordering agency assigns the billing number.

B. Personnel

1. Reimbursement for personnel will be on the following basis: All costs submitted for payment by the sending agency will be reimbursed by the ordering agency, in accordance with the salary schedules and/or union contracts in existence with the sending agency unless resource rates are established prior to resource mobilization.b. A sending agency may prefer to set a flat, fee for service.
2. When appropriate, the sending agency or the ordering agency may provide and/or request adequate liaison. The costs of the liaison officer will be reimbursed by the ordering agency.
3. The ordering agency agrees to accept the sending agency's standards for training, fitness, personal protective equipment and workers compensation. If the ordering agency must meet additional safety equipment/supplies standards than the sending agency standards, it is the responsibility of the ordering agency to supply the required equipment/supplies.
4. Each agency assigning personnel to a resource order will certify by written documentation that the personnel assigned meet the requirements of the position ordered.
5. Personnel assigned as part of a resource order will receive an incident briefing by the ordering agency prior to fireline deployment and should be debriefed prior to demobilization. Debriefings and evaluations will be provided to the sending agency.
6. All personnel will carry with them TWO pieces of identification, at least one of which is a photo identification. Agencies will comply with customs clearing procedures as applicable. (See Appendix D. Procedures for Crossing International Borders)
7. The sending agency will ensure that their personnel are adequately covered for any hospital and/or medical costs incurred while on assignment.
8. Notwithstanding item number 7, the ordering agency will ensure that immediate medical services be afforded any member of the personnel on assignment regardless of the nature of the requirement or the type of medical aid required.
9. Any accident or serious incident involving personnel on assignment must be immediately reported to the sending agency's authorized official. The sending agency may request to participate in the investigation. A copy of the ordering agency's investigation or may, at their own expense, and with the assistance of the ordering agency, undertake their own investigation.

10. Commissary for personnel on assignment is the responsibility of the sending agency. The sending agency (liaison officer) must ensure that the ordering agency is not responsible for commissary expenses for sending agency resources.
11. Length of assignment and rest and rotation for personnel shall be identified by the Sending Agency. Ordering agencies shall adhere to rest and rotation and length of assignment policies of sending agencies.

C. Equipment and Supplies

1. Expendable supplies and materials shall be considered purchased on delivery, and full replacement costs will be reimbursed by the ordering agency. Items should be considered expendable if they are not reusable.
2. Non-expendable and accountable equipment and supplies will be credited to the ordering agency upon return to the sending agency. The cost of refurbishing is reimbursable by the ordering agency unless the sending agency agrees that the ordering agency will perform the work.
3. In the event that any equipment or supplies are damaged beyond repair or not returned, they will be either replaced by the ordering agency with new equipment or supplies of the same quantity and to the sending agency's standard, or full replacement costs will be reimbursed by the ordering agency. Fiscal reimbursement is the preferred method for replacing lost or damaged equipment when crossing international borders.
4. Providing for communications equipment is the responsibility of the ordering agency, or as otherwise specified in local operating plans.

D. Aircraft

1. Costs for aircraft being obtained through this cooperative operating plan are defined by the sending agency. These normally include:
 - a. Hourly flight time
 - b. Hourly/daily availability
 - c. Fuel (if purchased by the sending agency)
2. Air crew wages are included in the hourly flight time, unless otherwise specified by the sending agency. Crew meals, accommodations, and ground transportation are reimbursable if not supplied by the sending agency.
3. Normal, routine maintenance is the responsibility of the aircraft contractor or owner and is not reimbursable.
4. Costs incurred for extra labor or parts transported to facilitate repairs not considered routine are reimbursable.

5. Damage to an aircraft as a direct result of the ordering agency's personnel are the ordering agency's responsibility.
6. Length of assignment and recall conditions will be defined at the time of deployment.
7. Special considerations, such as OAS/USFS carding should be specified by the ordering agency.

E. Recall

1. Forty-eight hours recall notice for personnel and aircraft will be given from the sending agency wherever possible, and the ordering agency will make every effort to meet or exceed the 48 hour notice.
2. Equipment and supplies will be returned to the sending agency expeditiously as possible or as negotiated.

F. Billing and Payment

1. Estimates shall be submitted annually by December 1, invoiced no later than January 31, and final payment shall occur within 60 days after receipt of billing, unless a longer time frame is negotiated.
2. All billings will include the ordering agency's resource order number and request number if applicable, and shall be itemized by fire and by sectional provisions of this guideline.
3. Invoices for goods and services provided by Canada to the US will be paid for in Canadian Dollars. Invoices for goods and services provided by the US to Canada will be paid for in US dollars. It is our intent that the sending agency receive full payment of their bill, regardless of the current exchange rate. The rate shall be the exchange rate at the date that the invoice is issued.
4. Member agencies will not bill each other for administrative costs (indirect costs).
5. Bills shall be submitted to the billing addresses listed in Appendix C.

G. Review

1. The Cooperative Operating Plan shall be reviewed annually, and updated as appropriate.
2. *Reviewed and updated May 1 and 2, 20012, by members of the Northwest Compact.*

V. Appendices

A. Glossary

Authorized Official--Immediate authority to approve dispatch of resources. Specific individuals are identified in Appendix B.

Billing Number--Individual agency's charge code that tracks costs for the incident.

Liaison Officer--Official from the ordering sending agency responsible for the health, safety, welfare and commissary needs of sending agency personnel while on assignment.

Member Agencies-- Agencies signatory to the Northwest Wildland Fire Protection Agreement

Ordering Agency--Any agency requesting and receiving assistance from another agency.

Sending Agency--Any agency providing resources at the request of another agency.

Appendix B.

2002

Authorized Member Agency Officials and/or Duty Officers

Alberta

Revie Lieskovsky
Phone: 780-427-7925
Fax: 1-780-422-7230
Email: Revie.Lieskovsky@gov.ab.ca

Don Harrison
Phone: 780-427-2545
Fax: 1-780-427-0292
Email: Don.Harrison@gov.ab.ca

Operations Desk (24 hours April 1-October 1)
Phone: 1-780-913-2344 or 1-780-905-8779
Fax: 1-780-422-7230
Email: pffc.wfops@gov.ab.ca
24 hour desk 12 months/year 1-780-427-FIRE

British Columbia

Rick Clevette
Phone: 250-387-8716
Email: rick.clevette@gems2.gov.bc.ca

Jim Price
Phone: 1-250-812-8917
Email: Jim.Price@gems7.gov.bc.ca

Duty Officer
Phone: 250-387-1717 (24 hours)
Email: prov.fire@gems4.gov.bc.ca

For initial attack requests (less than 24 hours) contact Fire Center Control Officers:
Coastal 1-250-951-4200
Kamloops 1-250-554-7701
Southeast 1-250-365-4000
Prince George 1-250-564-6126
Northwest 1-250-847-6633

For initial attack air tanker assistance call the Provincial Airtanker Center
Phone: 1-250-373-9018

Yukon Territory

Paul Butra

Phone: 807-667-8072

Fax: 807-667-3191

Cell: 867-333-2149

Email: butra@inac.gc.ca

Regional Duty Officer: 807-667-3129

Alaska

Pete Buenau

Phone: 907-356-5850

Email: peteb@dnr.state.ak.us

Joe Stam

Phone: 907-269-8467

Email: joestam@dnr.state.ak.us

Duty Officer Pager: 1-800-478-7243, pager # 0220

Idaho

Brian Shiplett

Phone: 208-666-8650

Cell: 208-755-4939

Fax: 208-769-1524

Email: bshiplett@idl.state.id.us

Bob Burke

Phone: 208-666-8651

Cell: 208-755-2924

Fax: 208-769-1534

Email: bburke@idl.state.id.us

Resource Orders

Coeur d'Alene Dispatch Center

Tom Paulson or Gary Boyd

Phone 208-772-3283

Fax: 208-762-6909

Email: tpaulson@fs.fed.us or gboyd@fs.fed.us

Montana

The following is the call down order to request resources from the State of Montana DNRC office for Northwest Compact members.

Northern Rockies Coordination Center

Email: mtnrc@dms.nwcg.gov mtnrc@dms.nwcg.gov

Office Phone: (406) 329-4880

Night or 24-hour phone: (406) 329-4880

Cell Phone: (406) 544-2632

Note: Calling the night or 24-hour phone will provide instructions on calling the duty officer.

Ray Nelson, Direct Protection Coordinator

Email: rgnelson@fs.fed.us

Office Phone: (406) 329-4996

Night or 24-hour phone: (406) 329-4880 (Ask for State Fire Coordinator)

Cell Phone: (406) 544-3473

Home Phone: (406) 728-0914

John Monzie, Fire Suppression/Coordination Section Supervisor

Email: jmonzie@state.mt.us

Office Phone: (406) 542-4220

Cell Phone: (406) 544-7383

Home Phone: (406) 721-6491

Tim Murphy, Fire & Aviation Management Bureau Chief

Email: tmurphy@state.mt.us

Office Phone: (406) 542-4304

Cell Phone: (406) 544-8466

Home Phone: (406) 728-5607

Oregon

John Boro, Fire Operations Director

Phone: 503-945-7434 Work; 503-390-5373 Home

Email: John.A.Boro@ODF.state.or.us

Dispatch Coordinator during working hours

Belinda Boston, Salem Coordination Center Manager

Phone: 503-945-7439

Fax: 503-945-7430

Duty Officer after hours

Pager: 503-375-5901

Cell Phone: 503-931-5793

Washington

Marlene Majeski
Phone: 360-902-1316

Fax: 360-902-1781
Email: marlene.majeski@wadnr.gov

24 Hour Fire Phone
1-800-562-6010

NORTHWEST COMPACT ORDERING GUIDELINES\ NORTHERN ROCKIES GEOGRAPHIC AREA

The Northwest Compact was created to facilitate assistance in wildland fire presuppression and suppression between the member agencies. Member agencies include the States of Alaska, Washington, Oregon, Idaho and Montana as well as the Canadian Provinces of Alberta, British Columbia and the Yukon Territory. The federal wildland fire agencies in the Northern Rockies are not signatory agencies of the Compact, but are committed to assisting the Compact in accomplishing its goals.

The Compact and its Operating Plan do not override or supercede any existing cooperative wildland fire fighting arrangements such as federal/state agreements, or the Canada/US Reciprocal Forest Fire Fighting Agreement. Compact resource exchanges are not part of the national mobilization process but need to be coordinated as soon as possible for strategic planning purposes. All Compact resources used on joint US Federal/State fires will be considered agents of the state that originally ordered them.

More information of the Compact, including the Operating Plan and link to the Compact website can be found on the NRCC home page.

State of Montana

All orders for Compact resources to be deployed in Montana will be placed through the Northern Rockies Coordination Center (NRCC). All orders from Compact agencies for State of Montana resources will also be placed through the NRCC. The NRCC will assign a "P" number so that federal agencies can bill the State for any expenses incurred during mobilization/demobilization of Compact resources. **Remember, only State resources may be mobilized through the Compact.** Some resources may be interagency, i.e. they are partially composed of federal personnel and/or equipment (crews, helicopter modules, engine crews, IMTs, etc). Compact orders requesting resources having a federal component must be placed through normal dispatch channels:

Dispatch Center→NRCC→NICC→CIFFC→NICC→NRCC→Dispatch Center

Dispatch of critical interagency resources should not be unnecessarily delayed while orders are being processed through the national mobilization system.

State of Idaho

The same procedures described for the State of Montana apply to Idaho except that all orders will be placed with the Coeur D'Alene Interagency Dispatch Center (CDC).

Appendix C.

BILLING ADDRESSES

Alberta

Alberta Sustainable Resource Development
Provincial Forest Fire Centre
10th Floor, Great West Life Building
9920-108 Street
Edmonton, Alberta, Canada T5K 2M4
Attention: Deborah Perrault

British Columbia

Attention: Superintendent of Fire Preparedness
PO Box 9502 Stn. Prov. Government
Victoria, British Columbia V8W 9C1

Yukon Territory

Attention: Regional Manager Field Operations and Fire Management
DIAND, Renewable Resources
345-300 Main Street
Whitehorse, Yukon
YIA-2B5

Alaska

State of Alaska
Division of Forestry
550 West 7th Avenue, Ste 1450
Anchorage, Alaska 99501-3566
Attention: Lex McKenzie

Idaho

Idaho Department of Lands
Bureau of Fire Management
3780 Industrial Avenue
Coeur d'Alene, Idaho 83815

Montana

Department of Natural Resources and Conservation
Division of Forestry
Fire and Aviation Management Bureau
2705 Spurgin Road
Missoula, Montana 59804
Attention: John Monzie

Oregon

Department of Forestry
Attention: Sue Nall
2600 State Street
Salem, Oregon, 97310

Washington

Department of Natural Resources
Attention: Marlene Majeski
1111 Washington Street SE
PO Box 47037
Olympia, Washington 98514-7037

Appendix D.

PROCEDURES FOR CROSSING INTERNATIONAL BORDERS WILDLAND FIRE SUPPRESSION NORTHWEST FIRE COMPACT

1) GENERAL INFORMATION:

When travelling across the Canada/U.S. border it is important to remember that you will be dealing with two different customs and immigration agencies with different rules and procedures. It is also important to remember that these agency officials have an important job to do and although they will give due consideration to the emergency nature of your trip, you **MUST** comply, and are subject to, all the relevant rules and regulations.

The border customs and immigration officials have reassured us that they will make every effort to accommodate an expedient crossing provided that we have provided them (in advance if possible) with all the necessary documentation.

PRIORITIES:

-before leaving your home base, insure that your inventory of equipment and supplies is accurate and that your personnel manifest is fully complete. Personnel should carry two pieces of identification. **WARNING:** *you are still subject to the laws of each country and contraband of any type is prohibited and personnel with criminal records may be refused entry.*

-when the dispatcher is providing information to the border officials, they can request priority to the head of the line when crossing the border. Be specific about the crossing being used and the time of arrival.

-when returning, priority crossing will not be considered and all necessary documentation and manifests must be complete. If crews are returning by air, ensure that Customs and Immigration officials are notified in advance and arrangements are made to complete inspections.

-where possible, all documentation must be on an official customs and immigration issue forms and all accompanying letters and authorizations must be on official fire agency letterhead. Electronic manifests provide a better copy than faxed/copied versions.

-the importation of firearms is strictly prohibited.

2) CUSTOMS

Note: United States Customs Service deals strictly with equipment and materials and Immigration and Naturalization Service deals with personnel. In Canada, at smaller ports of entry, Customs officials also perform most immigration duties. Immigration officials are at Kingsgate, Osoyoos, Huntington, Pacific Highway/ Douglas, Vancouver Airport and Victoria.

U.S. CUSTOMS

U.S. Fire Agency- should notify the designated border crossing Supervisory Customs Inspector, by fax on agency letterhead, that emergency equipment and material will be arriving from Canada (provide ETA and destination).

Canadian Fire Agency- should fax manifest of equipment (*US Form 7533*) to designated Supervisory Customs Inspector. Crews or trucks arriving at border must also carry the manifest. Information on the equipment and materials manifest can be of a general nature (number of pumps on engine, amount of foam, numbers of shovels etc)

Airlift of Equipment: Customs officials must be faxed the necessary manifest and equipment and materials will need to be inspected at landing destination.

CANADA CUSTOMS

Canadian Fire Agency- should notify the designated border Customs Inspector, by fax and on agency letterhead, that emergency equipment and material will be arriving from the U.S. (provide ETA and destination).

U.S. Fire Agency- a manifest of equipment coming into Canada is required, preferably by fax and prior to arrival at the border crossing. Manifest (*Form E29B*) can be of a general nature (number of pumps on the engine, amount of foam, shovels etc.). *Form E29B* must also be handed in when leaving Canada, indicating what is being left behind (what was consumed). U.S. agencies need to complete and hand in to U.S. Customs *Form 4455* prior to departing the U.S.

Airlift of equipment: Custom officials must be faxed the necessary manifest. Equipment may be inspected at destination at the prerogative of the Customs Inspector.

NOTE: In most cases, any lost, damaged or destroyed equipment should be paid for by the receiving agency. Replacing lost or destroyed equipment causes numerous problems with clearances, taxes and replacement quality.

3. IMMIGRATION

Note: Everyone crossing the border is subject to the laws of the each country and contraband of any type is prohibited and personnel with criminal records may be refused entry, and personnel with outstanding warrants will be detained.

Note: Two pieces of identification should be carried at all times when crossing the border. Proper ID includes, voter registration card, naturalization certificate, green card, passport, birth certificate, one piece should be a picture ID (drivers license).

U.S. IMMIGRATION

U.S. immigration law states that every person entering the United States must be visually inspected. Canadian Fire agencies should ensure that crew manifests are on official agency letterhead. Crewmembers must each fill out a “131 Form”. These should be faxed in advance to the Port of Entry to speed processing. Pilots and crews arriving by air must also clear immigration. Note: Manifests may be sent electronically (consult with the Port of Entry official).

Note: For entry into the U.S., “J Treaty” North American Indians are allowed entry without undergoing immigration formalities.

CANADIAN IMMIGRATION

Canadian Immigration Regulation 19(1)(j) allows for entry, without employment authorization, of personnel coming to Canada to assist in an emergency situation. The department is flexible with regard to inspection, especially for air transport. Crew manifests should be faxed or electronically provided in advance. Any medical/physical conditions should be identified on the manifest.

Persons with criminal records (such as drunk driving conviction) may be inadmissible in Canada. If the entry is essential to the success of the emergency, then a discretionary entry or entry under a Ministers Permit may be considered. In either case, payment of a processing fee (C\$200) is required (Visa or Mastercard). Prior notification would help processing.

Note: Persons registered under the “Indian Act” may enter into Canada freely, even if not Canadian citizens.

In case there is some confusion on emergency procedures quote Customs memo “D Memorandum, 8-1-1 paragraph 44 and appendix G”

CANADIAN CUSTOMS CONTACT NUMBERS: 24HRS.

Program Services (Vancouver, BC)
Pacific Highway/Douglas, BC
Osoyoos, BC

(604) 666-0450
(604) 538-3635
(250) 495-6531

Kingsgate, BC	(250) 424-5391
Victoria, BC	(250) 363-3339
Reikerts, BC	(250) 428-2575
Chief Mountain, Alberta (seasonal)	(403) 653-3152
Coutts, Alberta	(403) 344-3772
Beaver Creek, Yukon	(867) 862-7230

Telephone Reporting Center (CANPASS) 1-888-226-7230
(for small aircraft and boats)

*In case there is some confusion on emergency procedures quote Customs memo
"D Memorandum, 8-1-1 paragraph 44 and appendix G"*

UNITED STATES CONTACT NUMBERS: 24 HRS

CUSTOMS:

Blaine WA	Jay Brandt	(360) 332-4656	FAX (360) 332-4701	pgr (360) 380-8267
Lynden WA	Jeff Buhr	(360) 354-2183	FAX (360) 354-2706	
Sumas WA	Ken Peck	(360) 988-2971	FAX (360) 988-4417	pgr (360) 220-1606
Oroville WA	Dick Garner	(509) 476-2955	FAX (509) 476-2465	
Anacortes WA	John Franklin	(360) 293-2331	FAX (360) 293-4422	
Pt. Angeles WA	Jerry Slaminski	(360) 457-4311	FAX (360) 457-7514	
Eastport ID	John Standal	(208) 267-3966	FAX (208) 267-4138	
Port Hill ID	Jackie Smith	(208) 267-5309	FAX (208) 267-1014	
Pt. Alcan AK	Doug Harmon	(907) 774-2252	FAX (907) 774-2020	
Pt. Alcan AK	Dan Holland	(907) 271-2675	FAX (907) 271-2684	

IMMIGRATION SERVICE – SEATTLE DISTRICT **(Washington and North Idaho):**

Seattle District	Ron Hayes	(206) 553-0549	FAX (206) 553-4176
Eastport ID	John Niewierowski	(208) 267-2183	FAX (208) 267-3011
Port Hill ID		(208) 267-5645	FAX (208) 267-7166

IMMIGRATION and NATURALIZATION SERVICE **HELENA DISTRICT (Montana)****

Butte, MT	(406) 494-3492	FAX (406) 494-1638
Del Bonita, MT	(406) 336-2130	FAX (406) 336-2135
Great Falls, MT	(406) 453-7631	FAX (406) 453-7069
Morgan, MT	(406) 674-5248	FAX (406) 674-5237

Opheim, MT	(406) 724-3212	FAX (406) 724-3370
Piegan, MT	(406) 732-5572	FAX (406) 732-5574
Raymond, MT	(406) 895-2664	FAX (406) 895-2632
Roosville, MT	(406) 889-3865	FAX (406) 889-5076
Scobey, MT	(406) 783-5375	FAX (406) 783-5287
Sweetgrass, MT	(406) 335-2434	FAX (406) 335-2929
Turner, MT	(406) 379-2651	FAX (406) 379-2614
Wild Horse, MT	(406) 394-2371	
Willow, MT	(406) 398-5512	
Whitetail, MT	(406) 779-3531	FAX (406) 779-3358
Whitlash, MT	(406) 432-5522	

**** The Helena District of the INS manages the ports of entry into the US at the above locations in Montana. They also operate pre-flight inspections in Calgary and Edmonton, Alberta, Canada.**
Source - www.ins.usdoj.gov

Appendix E.

LOCAL GEOGRAPHIC AREA (BORDER) OPERATING PLANS

Local Geographic Area Operating Plans, sometimes known as border agreements, are incorporated by reference.